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IDENTIFIERS	*Career Decision Making Program; *Dictionary of Occupational Titles

ABSTRACT

The Career Information System File is utilized in the organization and management procedures of the Career Information System (CIS) component of the Career Decision-Making (CDM) Program developed by Appalachia Educational Laboratory. (See CE 019 229 for an overview of the total CDM Program.) The twelve career areas and worker trait groups used to organize and index career information resources in CIS are based upon the Area-Group structure of the "Dictionary of Occupational Titles" (DOT), Fourth Edition. This file content notebook is used as a worker trait group (WTG) index to all DOT main titles of materials stored in the WTG vertical file. The notebook has a divider for each of the twelve areas and sixty-six worker trait groups. As material is processed into the system, the DOT main titles can be entered on the preprinted forms behind the appropriate WTG divider. Then a tally mark can be made to show how many pieces of information are in the file for a particular DOT main title. Specific procedures for developing the file content notebook are found in the CIS professional manual, CE 019 233. (BM)

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ED164919

AEL Career Decision-Making Program

Worker Trait Group
File
Content Notebook

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David Winefordner

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

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CE 019 234

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Item No. 5808

Item 5808

DOT AREA TITLE

AREA-WTG NUMBER

WORKER TRAIT GROUP TITLE

Vertical File Pieces	Alternate File Code	Supplementary Code	DOT MAIN TITLE	Dot Code

DOT AREA TITLE

AREA-WTG NUMBER

WORKER TRAIT GROUP TITLE

Vertical File Pieces	Alternate File Code	Supplementary Code	DOT MAIN TITLE	Dot Code

DIVISION TITLE / CODE

Supplementary Code	TITLE OF MATERIAL	Location	AREA-WTG NUMBER(S)

DIVISION TITLE / CODE

Supplementary Code	TITLE OF MATERIAL	Location	AREA-WTG NUMBER(S)

01 ARTISTIC

01. ARTISTIC

This is an interest in creative expression of **feelings** or **ideas.**

You can satisfy this interest in several of the creative or performing arts fields. You may enjoy literature. Perhaps writing or editing would satisfy you. You may prefer to work in the performing arts. You could direct or perform in drama, music, or dance. You may enjoy the visual arts. You could find a job as a critic or creator in painting, sculpture, or ceramics. You may want to use your hands to create or decorate products. You may also prefer to model or develop entertaining acts.

01.01 Literary Arts
01.02 Visual Arts
01.03 Performing Arts: Drama
01.04 Performing Arts: Music
01.05 Performing Arts: Dance
01.06 Technical Arts
01.07 Amusement
01.08 Modeling

01.01 LITERARY ARTS

Literary arts include prose, poetry, and drama. Workers in this group write, edit, analyze, or direct the production or publication of some type of literary art. Companies which publish books, magazines, greeting cards, or newspapers employ workers in this group. Jobs in the literary arts are also found in the radio, television, and motion picture industries. Some writers are self-employed and sell their work to publishers.

01.02 VISUAL ARTS

Visual arts include drawing, painting, sculpture, ceramics, photography, and design. Advertising agencies, printing and publishing firms, art schools, and department stores employ visual artists. Television and motion picture studios and industrial firms also employ these workers. Some artists are self-employed. They may teach or may sell their work themselves or through an agent.

01.03 PERFORMING ARTS: DRAMA

Drama, as used here, includes plays, musicals, readings, pantomimes, and similar performances. Tasks in this group include performing, teaching, and directing. Radio stations, television and motion picture studios, and theaters employ workers in this group. Schools and colleges also employ some of these workers.

01.04 PERFORMING ARTS: MUSIC

Music, as used here, includes playing an instrument, singing, arranging, and composing. Teaching and directing music groups are also included. Workers in this group can find jobs in theaters, television and radio stations, concert halls, or wherever music is performed. Schools and colleges, recording studios, and music publishing companies also employ these workers.

01.05 PERFORMING ARTS: DANCE

Dance, as used here, includes composing, performing, or teaching rhythmic body movements. Television and movie studios, theaters, and night clubs employ workers in this group. Schools and colleges may also employ these workers.

01.06 TECHNICAL ARTS

Technical arts includes graphics, handcrafts, and product decoration. Workers in this group use materials such as wood, stone, clay, metal, and gemstones. Industries such as printing and publishing, map making, taxidermy, and jewelry employ these workers. Companies making furniture or ceramic tiles also have jobs in this group. Some workers are self-employed and sell their own products.

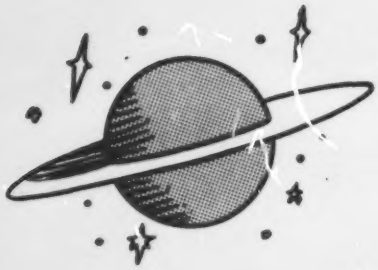
01.07 AMUSEMENT

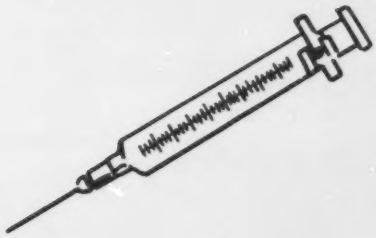
Amusement, as used here, includes performing an act to entertain people in a setting such as a carnival. Workers attract people's attention by shouting, gesturing, or wearing a costume. Carnivals, street fairs, and amusement parks often employ these workers.

01.08 MODELING

Modeling involves appearing before a camera or an audience with no speaking assignment. Workers show how clothes and jewelry look when worn, stand in for movie performers, and pose for artists. Stores, motion picture studios, and artists' and photographers' studios employ these workers.

02 SCIENTIFIC



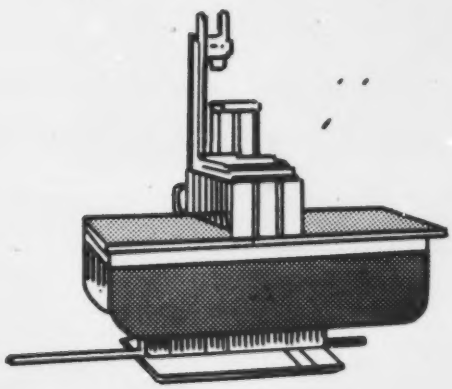


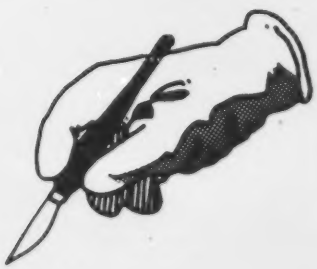
02. SCIENTIFIC

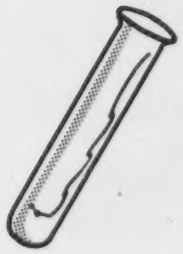
This is an interest in researching and collecting data about the natural world and applying them to problems in medical, life, or physical sciences.

You can satisfy this interest by working with the knowledge and processes involved in the sciences. You may enjoy to research and develop new knowledge in mathematics. Perhaps solving problems in the physical or life sciences would satisfy you. You may prefer to study medicine and help humans or animals. You could work as a practitioner in the health field. You may want to work with scientific equipment and procedures. You could seek a job in research or testing laboratories.

02.01 Physical Sciences
02.02 Life Sciences
02.03 Medical Sciences
02.04 Laboratory Technology







02.01 PHYSICAL SCIENCES

Physical sciences are based on mathematics, physics, and chemistry. Workers in this group research, discover, and test new theories. Some workers research new or improved materials or processes for production and construction. Other workers research such fields as geology, astronomy, oceanography, and computer science. All of the workers' conclusions are based on data that can be measured or proved. Industries, government agencies, or large universities employ most of these workers in their research facilities.

02.02

02.02 LIFE SCIENCES

Life sciences are the studies of plants and animals. Workers in this group conduct research and experiments to expand knowledge about living organisms. Workers may try to solve problems related to the effects of the environment on plant and animal life. They may study causes of diseases and methods of control. Hospitals, government agencies, industries, or universities usually employ these workers in their research facilities.

02.03 MEDICAL SCIENCES

Medical sciences involve the prevention, diagnosis, and treatment of human and animal diseases, disorders or injuries. Some workers in this group specialize in treating specific kinds of illnesses or areas of the body. Doctors, dentists, veterinarians, and other health workers usually work in hospitals or clinics.

02.04 LABORATORY TECHNOLOGY

Laboratory technology involves using special equipment to perform tests in chemistry, biology, or physics. Workers in this group record data obtained from experiments and tests. They help scientists, researchers, and engineers in their work. Hospitals, government agencies, universities, and private industries employ these workers in their research labs.

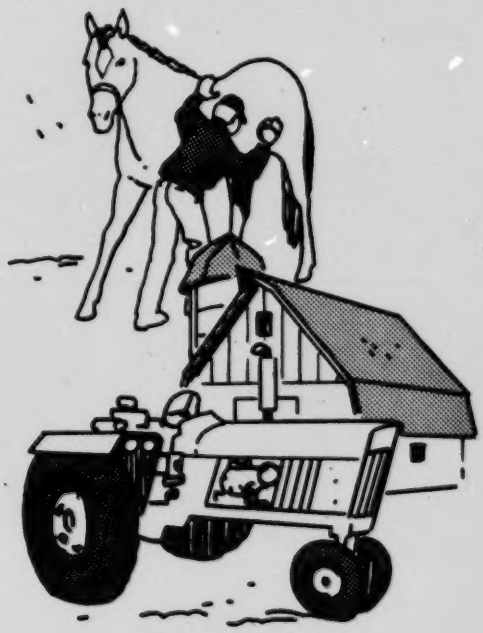
03 NATURE

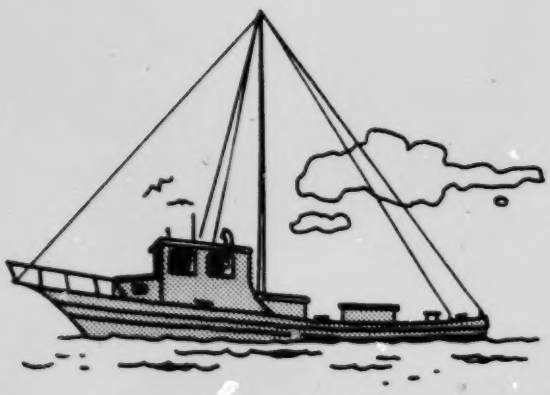
03. NATURE

This is an interest in activities involving the physical care of plants and animals, usually in an outdoor setting.

You can satisfy this interest by working in farming, forestry, fishing, and related fields. You may like doing physical work outdoors, working on a farm. You may enjoy animals. Perhaps training or taking care of animals would satisfy you. You may prefer to use your management abilities. You could own, operate, or manage farms or related businesses or services.

03.01 Managerial Work: Nature
03.02 General Supervision: Nature
03.03 Animal Training and Care
03.04 Elemental Work: Nature





03.01

03.01 MANAGERIAL WORK: NATURE

Managerial work: nature is the managing and directing of work in farming, logging, or forestry. It includes fish and animal breeding, landscaping, and ranching. Some workers in this group own and operate their own farms or related businesses. Private owners, large companies, and the government also employ workers in this group. Managers often do physical work with the people they direct. Job settings include farms, ranches, landscape nurseries, fish hatcheries, and forests.

03.02 GENERAL SUPERVISION: NATURE

General supervision: nature is overseeing several kinds of work in farming, fishing, or forestry. Workers in this group usually work under a general manager. Job settings include farms, ranches, landscape nurseries, fish hatcheries, forests, and fishing boats.

03.03 ANIMAL TRAINING AND CARE

Animal training and care include the feeding and taking care of animals used for various purposes. Animals are trained to entertain or be of service to people. Many dogs, cats, birds, and fish are raised and sold as pets. Wild animals, marine animals, horses, and dogs are trained to perform or to race. Dogs are trained to lead the blind or protect people and property. Small animals are raised for medical research. Animal shelters, zoos, circuses, and pet shops employ workers in this group. Race tracks, medical labs, marine animal shows, and animal training schools also employ these workers.

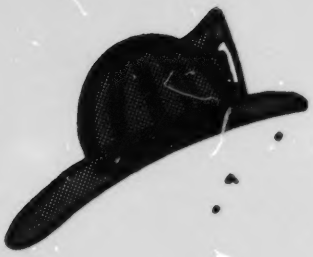
Veterinarians and jobs related to the caring of farm animals are not included in this group.

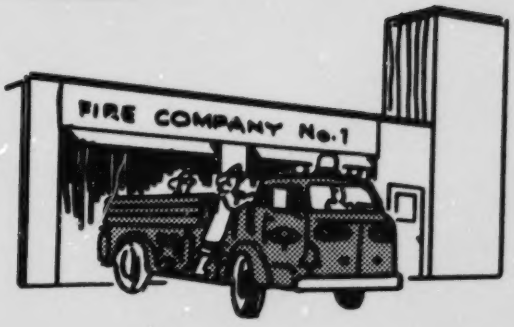
03.04

03.04 ELEMENTAL WORK: NATURE

Elemental work: nature involves the use of physical strength and energy to do things with your hands. Work in this group of jobs is usually done outside. These jobs are found on farms, fishing boats, or along fishing waters. Workers in this group may also find jobs in forests, parks, gardens, or nurseries.

04 AUTHORITY





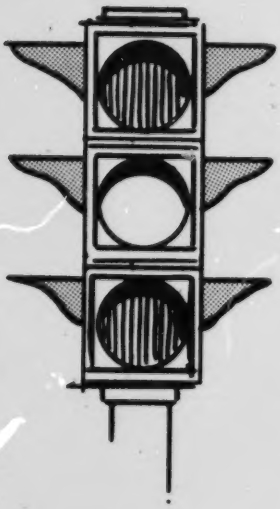
04. AUTHORITY

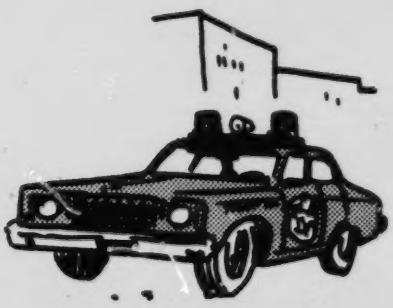
This is an interest in using authority to protect people and property.

You can satisfy this interest by working in law enforcement, fire fighting, and related fields. You may enjoy mental challenge and intrigue. You could investigate crimes or fires. You may prefer to fight fires and respond to other emergencies. You may want more routine work. Perhaps a job in guarding or patrolling would satisfy you. You may prefer to use your management ability. You could seek leadership positions in law enforcement and the protective services.

04.01 Safety and Law Enforcement

04.02 Security Services





04.01

04.01 SAFETY AND LAW ENFORCEMENT

Safety and law enforcement is the enforcing of rules concerning public welfare and safety. Most jobs in this group are in government services. Police departments, fire departments, and similar agencies employ many workers. Businesses offer a few job openings.

04.02 SECURITY SERVICES

Security services keep people and property safe from unlawful acts or from such hazards as fires or accidents. Many jobs in this group are found in government service. Hotels, stores, resorts, and industries may hire workers in this group.

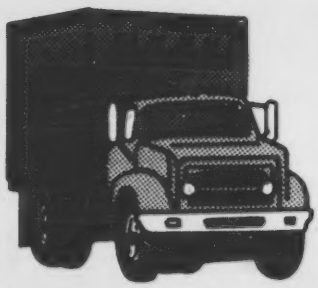
05 MECHANICAL

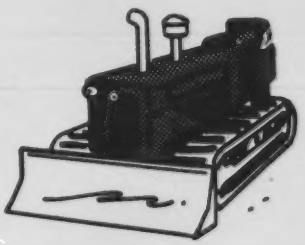
05 MECHANICAL

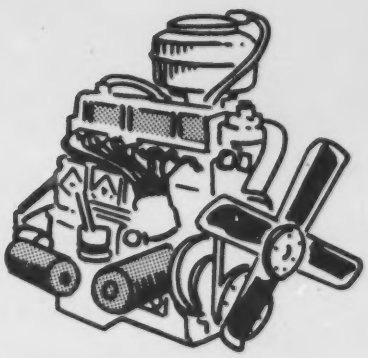
This is an interest in applying mechanical principles to practical situations, using machines, hand tools, or techniques.

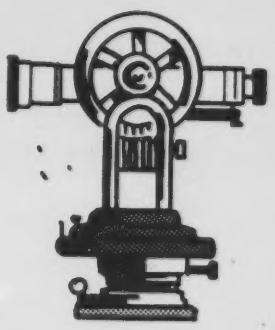
You can satisfy this interest in a variety of work ranging from routine to complex professional jobs. You may enjoy working with ideas about things. You could seek a job in engineering or in a related technical field. You may prefer to deal directly with things. You could find a job in the crafts and trades, building, making, or repairing things. You may like to drive or operate vehicles and special equipment. You may prefer routine or physical work in settings other than factories. Perhaps work in mining or construction would satisfy you.

05.01 Engineering
05.02 Managerial Work: Mechanical
05.03 Engineering Technology
05.04 Air and Water Vehicle Operation
05.05 Craft Technology
05.06 Systems Operation
05.07 Quality Control
05.08 Land Vehicle Operation
05.09 Materials Control
05.10 Skilled Hand and Machine Work
05.11 Equipment Operation
05.12 Elemental Work: Mechanical









05.01

05.01 ENGINEERING

Engineering is the use of science and mathematics to solve problems in construction, manufacturing, and other industries. Factories, construction companies, mines, oil fields, and research labs employ workers in this group.

05.02

05.02 MANAGERIAL WORK: MECHANICAL

Managerial work: mechanical is the directing of technical operations in an industry, utility, or government agency. Jobs in this group are found in such fields as mining, construction, communications, manufacture, transportation, and fuel production.

05.03

05.03 ENGINEERING TECHNOLOGY

Engineering technology is the technical detail work required to apply engineering ideas. This work includes surveying, drafting, and engineering technology. It also includes controlling the flow of materials to meet production schedules. Factories, construction companies, architects, engineering firms, and research labs employ workers in this group.

05.04

05.04 AIR AND WATER VEHICLE OPERATION

Air and water vehicle operation is the moving of passengers or cargo by plane or ship. The workers included in this group pilot airplanes or ships or supervise others who do. They work for shipping companies and commercial airlines. Companies and people who have their own boats or airplanes also hire these workers. Workers in this group travel to many ports or airports in the world.

05.05

05.05 CRAFT TECHNOLOGY

Craft technology is highly skilled custom hand and machine work requiring mastery of a process or technique. Food preparation is also included in this group. Industries such as construction and printing employ workers in this group. Some workers provide mechanical services to people and businesses. Large restaurants hire some of these workers to oversee food preparation.

05.06

05.06 SYSTEMS OPERATION

Systems operation is the control and care of equipment in a mechanical system. The system may create and distribute electricity, heat and cool a building, or treat and distribute water. Jobs in this group are found in oil fields, refineries, utility companies, and large buildings.

05.07 QUALITY CONTROL

Quality control is inspecting and checking equipment, materials, and products in settings other than factories. Work may involve measuring or testing raw materials to check whether quality standards are met. Workers in this group are employed in such settings as mines, loading docks, quarries, warehouses, oil fields, and construction sites.

05.08 LAND VEHICLE OPERATION

Land vehicle operators drive freight hauling vehicles or supervise others who do. Railroad companies, trucking firms, and delivery services employ workers in this group. Companies which own and operate freight carriers for their own use also hire these workers. Jobs in this group are scattered throughout the country.

05.09

05.09 MATERIALS CONTROL

Materials control is the shipping, receiving, and storing of materials and products. Workers count the products, keep records, and make schedules to control the flow of materials. Firms which make, sell, distribute, or receive large quantities of materials or products employ these workers. Jobs in this group are also found in hospitals and government agencies.

05.10 SKILLED HAND AND MACHINE WORK

Skilled hand and machine work, as used here, is custom work requiring some knowledge of processes and techniques. Food preparation is also included in this group.

The construction and mining industries employ workers in this group in settings other than factories. Firms which repair, install, and maintain products also employ these workers. Hotels and restaurants hire workers who prepare foods.

05.11 EQUIPMENT OPERATION

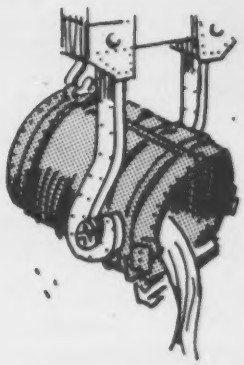
Equipment operation is the use of machinery for excavating, drilling, paving, mining, hoisting, or dredging.

Jobs in this group are found in mining and construction sites, factories, warehouses. and docks.

05.12 ELEMENTAL WORK: MECHANICAL

Elemental work: mechanical is lifting and carrying materials, tools, and equipment or keeping equipment and work areas clean. Some workers operate simple machines. Workers in this group usually follow instructions and make a few job decisions. Jobs in this group are found in mining, construction, and settings other than factories.

06 INDUSTRIAL

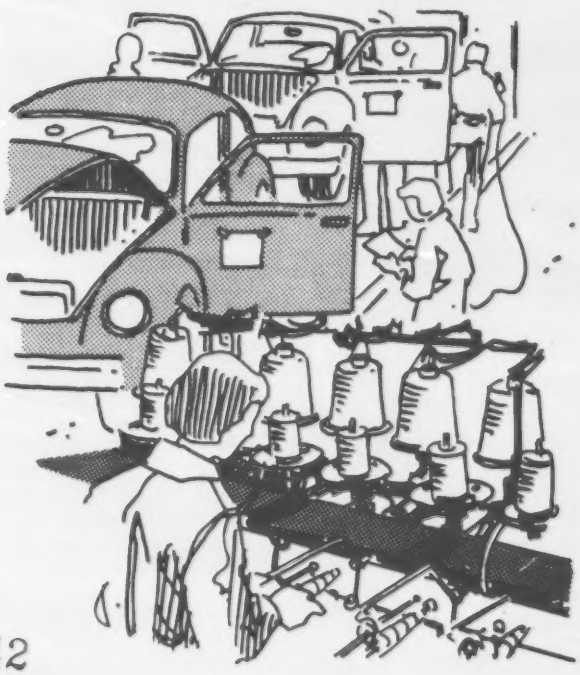


06. INDUSTRIAL

This is an interest in repetitive, concrete, organized activities in a factory setting.

You can satisfy this interest by working in numerous industries which manufacture goods on a mass production basis. You may enjoy manual work, using your hands or hand tools. Perhaps you may prefer to operate or tend machines. You may like to inspect, sort, count, or weigh products. You may prefer to use your training and experience to set up machines or supervise other workers.

06.01 Production Technology
06.02 Production Work
06.03 Production Control
06.04 Elemental Work: Industrial



06.01 PRODUCTION TECHNOLOGY

Production technology involves a complex knowledge of a product or process to set up and operate production machines. Workers in this group also inspect products thoroughly, do precise hand work, and supervise less skilled workers. Jobs in this group are found in various industries involved in manufacturing and processing.

06.02

06.02 PRODUCTION WORK

Production work is hand and machine work requiring skills developed through training and experience. Workers in this group also perform a general inspection of products and supervise production workers. Jobs in this group are found in manufacturing and processing plants.

06.03 PRODUCTION CONTROL

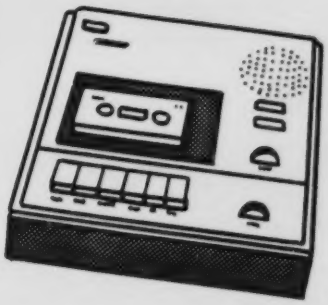
Production control means to regulate the quality of products and materials. Workers in this group inspect, test, weigh, or sort products and materials. Some workers also record data. Jobs in this group are found in manufacturing and processing plants.

06.04

06.04 ELEMENTAL WORK: INDUSTRIAL

Elemental work: industrial is routine work requiring little training or experience. Tasks include loading and unloading machines as well as using simple hand tools. Jobs in this group are found in manufacturing and processing plants.

07 BUSINESS DETAIL

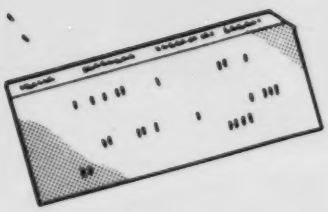


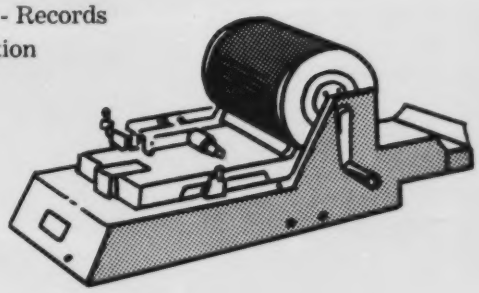
07. BUSINESS DETAIL

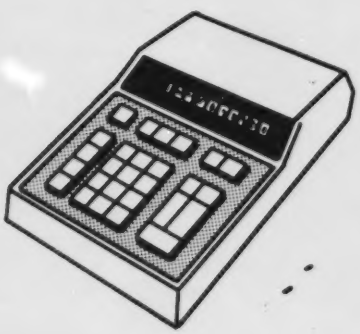
This is an interest in activities requiring accuracy and attention to details, primarily in an office setting.

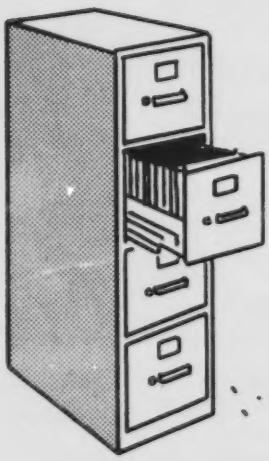
You can satisfy this interest in a wide variety of jobs in which you can attend to the details of a business operation. You may enjoy using your math skills. Perhaps a job in billing, computing, or financial record keeping would satisfy you. You may prefer to deal with people. You would seek a job in which you meet the public, talk on the telephone, or supervise other workers. You may like to operate computer terminals, typewriters, or bookkeeping machines. Perhaps a job in record keeping, filing, or recording would satisfy you. You may prefer to use your training and experience to manage offices and supervise other workers.

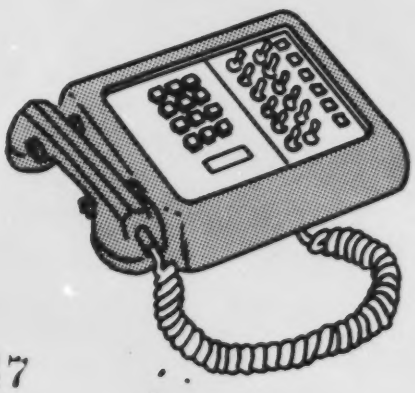
07.01 Administrative Detail
07.02 Mathematical Detail
07.03 Financial Detail
07.04 Information Processing - Speaking
07.05 Information Processing - Records
07.06 Clerical Machine Operation
07.07 Clerical Handling











07.01

07.01 ADMINISTRATIVE DETAIL

Administrative detail is technical clerical work requiring special skills and knowledge. Workers in this group make minor decisions related to office operations. Jobs in this group are found in the offices of businesses, industries, courts, and government agencies. Doctors, lawyers, and other professionals also hire these workers.

07.02 MATHEMATICAL DETAIL

Mathematical detail is clerical work using arithmetic skills to process numerical data related to a business operation. Work involves figuring and keeping records of quantities, costs, and charges. Jobs in this group are found in businesses, industries, and government agencies. Banks, finance companies, and accounting firms hire many of these workers.

07.03

07.03 FINANCIAL DETAIL

Financial detail is work requiring math skills as well as an ability to deal with the public. Workers in this group also keep records and supervise the work of others. Jobs in this group are found where money is paid to or received from the public. Banks and other financial institutions also employ workers in this group.

07.04

07.04 INFORMATION PROCESSING: SPEAKING

Information processing, as used here, is speaking with people as a main job task. Some workers in this group use telephones, radios, or the telegraph. Businesses, institutions, and government agencies employ most of these workers in their offices.

07.05 INFORMATION PROCESSING: RECORDS

Information processing, as used here, means to compile, review, or maintain records. Workers in this group also schedule workers and check records for accuracy. Jobs in this group are found in most offices, institutions, and government agencies.

07.06 CLERICAL MACHINE OPERATION

Clerical machine operation involves the use of business machines to record or process data. These machines are used to type, sort, compute, send, or receive data. These jobs are found wherever large amounts of data are processed, sent, or received. Businesses, industries, and government agencies employ most of the workers in this group.

07.07 CLERICAL HANDLING

Jobs in this group involve performing clerical duties requiring little specific preparation or skill. These duties are to file, sort, copy, route, or deliver data. Most large businesses, industries, and government agencies employ these workers.

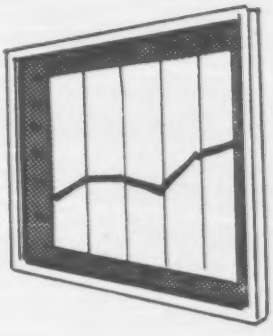
08 PERSUASIVE

08. PERSUASIVE

This is an interest in influencing others through sales and promotional techniques.

You can satisfy this interest in a wide variety of sales jobs. You may enjoy selling technical products or services. Perhaps you may prefer a selling job which requires less background knowledge. You may enjoy dealing with business and industrial workers. You could seek a job in wholesale sales. You may like to deal with the general public. You could work in stores, sales offices, or in customers' homes. You may prefer to buy and sell products to make a profit.

08.01 Sales Technology
08.02 General Sales
08.03 Vending



08.01 SALES TECHNOLOGY

Sales technology is the selling of technical equipment such as industrial machinery. Jobs also include the selling of insurance and services. Some workers in this group buy as well as sell. Wholesale, service, insurance, and other private firms employ workers in this group.

08.02

08.02 GENERAL SALES

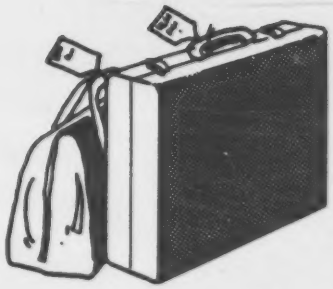
General sales are the selling of products or services to businesses, industries, or persons. Jobs in this group are found wherever there is contact with people for the purpose of selling. Settings include retail and wholesale stores and businesses.

08.03

08.03 VENDING

Vending is the peddling of inexpensive items in public buildings, at public gatherings, or on street corners. Most jobs are found in restaurants, clubs, or sports arenas.

09 ACCOMMODATING

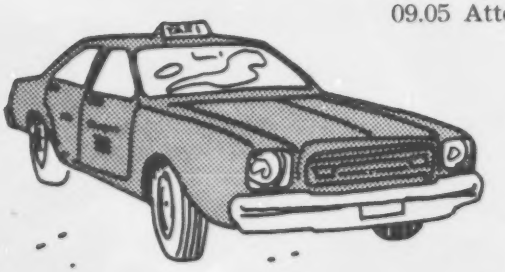


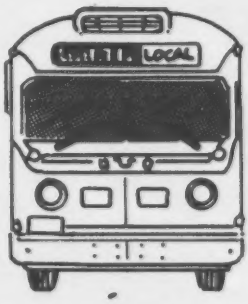
09. ACCOMMODATING

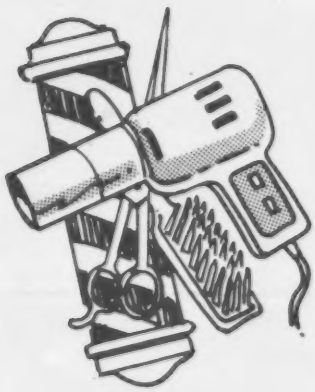
This is an interest in catering to and serving the desires of others, usually on a one-to-one basis.

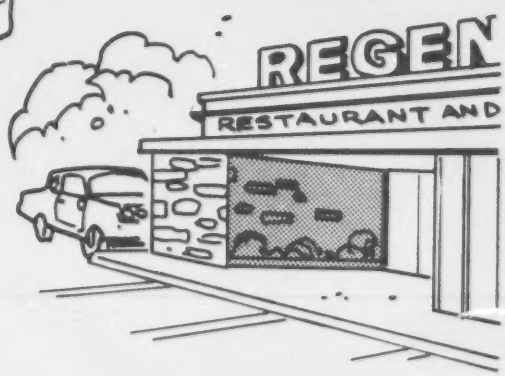
You can satisfy this interest by providing services for the convenience of others. You may enjoy making others feel at ease by providing hospitality services. You may prefer to improve the appearance of others. Perhaps working in the hair and beauty care field would satisfy you. You may like to provide personal services such as taking tickets, carrying baggage, or ushering.

09.01 Hospitality Services
09.02 Barbering and Beauty Services
09.03 Passenger Services
09.04 Customer Services
09.05 Attendant Services









09.01

09.01 HOSPITALITY SERVICES

Hospitality services help people feel at ease and enjoy themselves. These services may involve planning and directing social events or guiding people through museums, cities, or countries. Airline, railroad, ship, and escort companies, as well as resorts and hotels, employ workers in this group. Jobs also can be found in social clubs.

09.02 BARBERING AND BEAUTY SERVICES

Barbering and beauty services are intended to change or improve personal appearance. Barbering service includes haircuts, facial massages, scalp treatments, and shaves. Beauty service includes the care of skin and hair. Barber and beauty shops employ workers in this group. Some workers own and operate their own businesses.

09.03 PASSENGER SERVICES

Passenger services are the transporting of people by bus, taxi, limousine, or other vehicle. The workers included in this group drive such vehicles or instruct and supervise those who do. Taxi, bus, or street railway companies hire most workers in this group. Some workers are employed by hospitals. Others work for branches of local government, such as public schools.

09.04 CUSTOMER SERVICES

Customer services involve providing people with various services in commercial settings. Tasks usually include receiving payment and making change for the services rendered. Hotels, restaurants, resorts, and stores employ workers in this group. Some of these jobs are found on board trains, airplanes, and ships.

09.05 ATTENDANT SERVICES

Attendant services are tasks performed for the comfort and convenience of other people. Attendant services take place in a variety of public and private settings. These settings include hotels, restaurants, athletic clubs, gambling casinos, reducing salons, and private homes. Airports, theaters, and sports arenas may employ these workers.

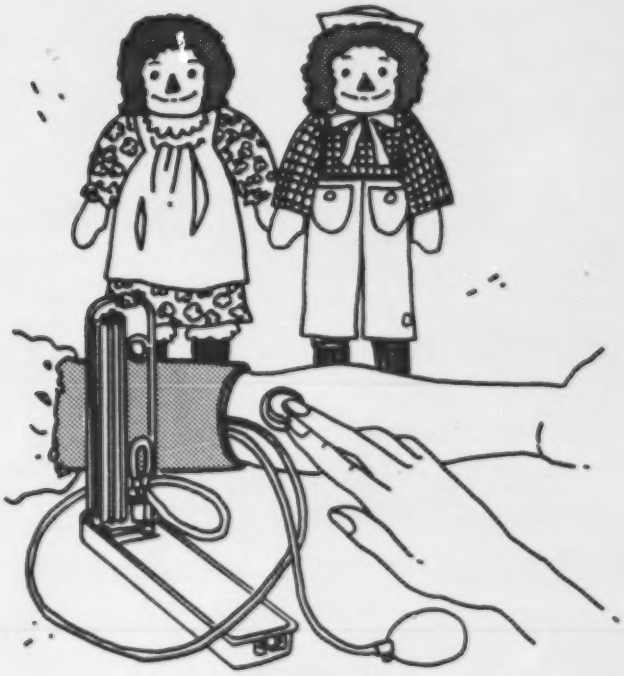
10 HUMANITARIAN

10. HUMANITARIAN

This is an interest in helping individuals with their mental, spiritual, social, physical, or vocational concerns.

You can satisfy this interest through jobs in which a concern for the welfare of others is important. Perhaps the spiritual or mental well-being of others concerns you. You could seek a job in religion or counseling. You may prefer to help others with physical problems. You could work in the nursing, therapy, or rehabilitation field. You may like to provide needed but less difficult care by working as an aide, orderly, or technician.

10.01 Social Services
10.02 Nursing and Therapy Services
10.03 Child and Adult Care



10.01 SOCIAL SERVICES

Social services help people, either one person at a time or in groups. Workers in this group help people solve both day-to-day and special problems. These problems may be related to a person's social, personal, vocational, educational, or religious development. Churches, schools, guidance centers, and mental clinics employ these workers. Agencies such as welfare, employment, vocational rehabilitation, and juvenile court also offer jobs in this group.

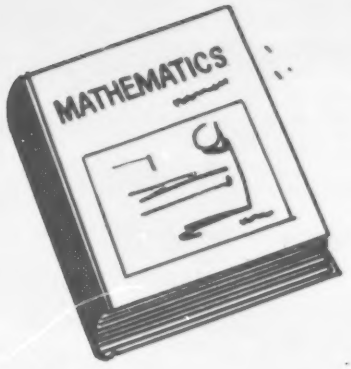
10.02 NURSING AND THERAPY SERVICES

Nursing and therapy services involve caring for and treating people to promote their physical and emotional well-being. Most workers in this group are concerned with ill and injured people. They also care for and treat people with physical handicaps. Some workers train or supervise others engaged in the care and treatment of patients. Hospitals, nursing homes, and rehabilitation centers hire workers in this group. Schools, industrial plants, doctors' offices, and private homes also offer these jobs.

10.03 CHILD AND ADULT CARE

Child and adult care involves assisting in the physical care or welfare of others. Some workers assist in the care and treatment of the sick, injured, or physically handicapped. Other workers mainly care for young children or the elderly. Hospitals, clinics, day care centers, and nursery schools hire workers in this group. Treatment centers for the handicapped and private homes also provide jobs in this group.

11 SOCIAL -BUSINESS

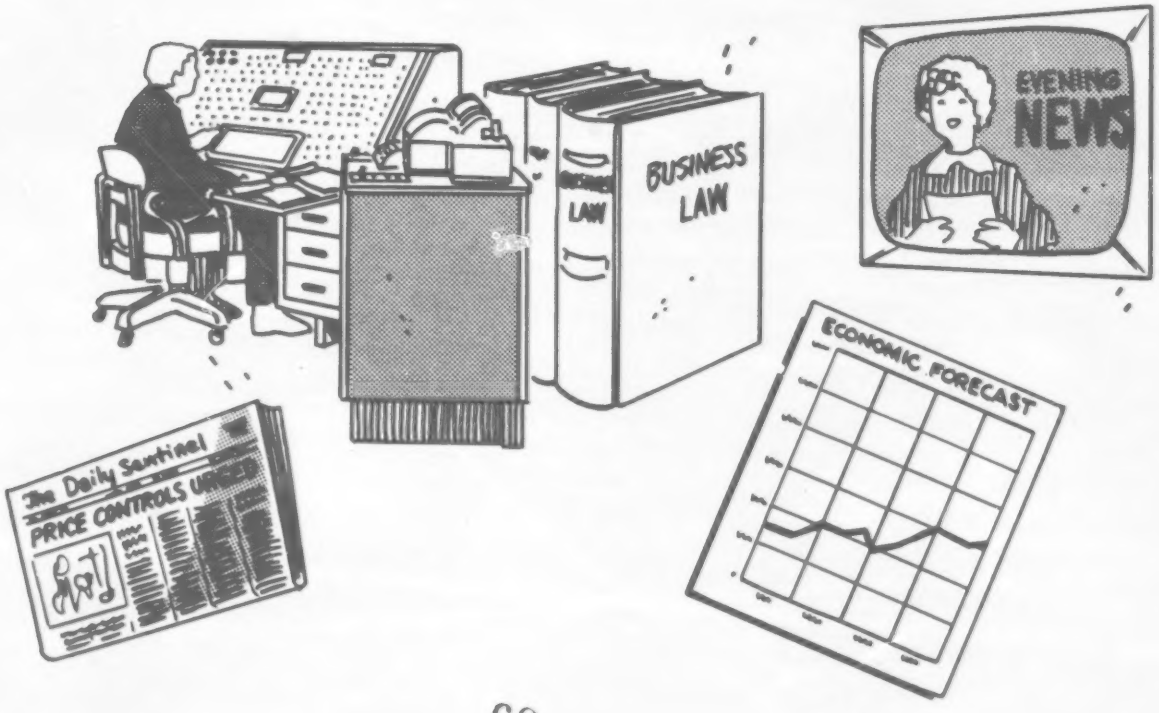


11. SOCIAL-BUSINESS

This is an interest in leading and influencing others through activities involving verbal or numerical abilities.

You can satisfy this interest through study and work in a wide variety of professional fields. You may enjoy the challenge and responsibility of leadership. You could seek work in administration or management. You may prefer to work with technical details. You could find a job in finance, law, social research, or public relations. You may like to help others learn. Perhaps working in education would satisfy you.

11.01 Mathematics and Statistics
11.02 Educational and Library Services
11.03 Social Research
11.04 Law
11.05 Business Administration
11.06 Finance
11.07 Services Administration
11.08 Communications
11.09 Promotion
11.10 Regulations Enforcement
11.11 Business Management
11.12 Contracts and Claims



11.01 MATHEMATICS AND STATISTICS

Mathematics and statistics involve working with numerical data and computer **systems. Workers** in this group apply theories in mathematics to solve problems or **conduct research.** Colleges, firms, and government agencies which use computers or **conduct statistical research** employ these workers.

11.02 EDUCATIONAL AND LIBRARY SERVICES

Educational and library services include teaching, counseling, and library work. Job settings are schools, colleges, libraries, and other educational agencies.

11.03

11.03 SOCIAL RESEARCH

Social research is the study and analysis of information about people and societies. This work may include researching past events and cultures or studying and solving current social problems. Museums, schools and colleges, government agencies, and private research foundations employ workers in this group.

11.04

11.04 LAW

Law, as used here, involves applying the knowledge of laws to advise people and businesses on their rights and obligations. Workers in this group define the meaning of laws to use it in courts of law, hearings, and business activities. Law firms, government agencies, private businesses employ these workers. Some workers may be self-employed and have their own practice. Others may be elected or appointed to public offices.

11.05

11.05 BUSINESS ADMINISTRATION

Business administration is the management of a public agency or private business. Workers in this group develop operating procedures, analyze problems, and supervise workers. Businesses, industries, government agencies, unions, and professional groups employ these workers.

11.06 FINANCE

Finance involves the design and control of financial records and the analysis of financial data. Workers in this group check financial record keeping systems for accuracy and supervise the work of others. Banks, loan companies, and investment firms employ these workers. Businesses, industries, colleges, and government agencies also hire these workers for their financial services.

11.07 SERVICES ADMINISTRATION

Services administration is the management of agencies which provide health, welfare, education, or recreation services. Workers in this group usually supervise others who carry out the functions of a specific service. Schools, colleges, hospitals, prisons, community programs, and government agencies employ these workers.

11.08 COMMUNICATIONS

Communications include the writing, editing, and translating of nonfictional information. Some workers also read news reports on radio or television.

Newspapers, publishing firms, and radio and television stations employ these workers. Businesses, government agencies, and professional groups usually provide some openings.

11.09 PROMOTION

Promotion involves advertising products or services, raising money, or influencing the opinions of others. Some workers in this group deal directly with the public. Advertising agencies, businesses and industries, colleges, unions, professional groups, and government agencies employ these workers.

11.10

11.10 REGULATIONS ENFORCEMENT

Regulations enforcement is the enforcing of laws about finance, people's rights, health and safety, and similar matters. However, workers in this group are not part of a police force. These workers examine procedures, products, and services to assure that government regulations are followed. Most jobs in this group are found in government agencies. Businesses also hire workers in this group to enforce company policies.

11.11

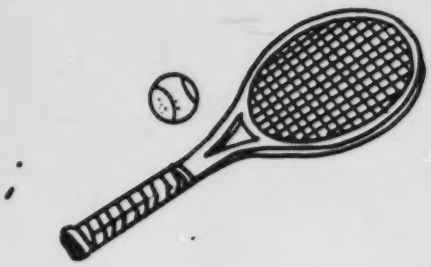
11.11 BUSINESS MANAGEMENT

Business management means to direct the activities of a company or a store. Workers in this group carry out operating policies and procedures and supervise others. All types of businesses employ these workers. These businesses include hotels, recreation centers, and stores as well as transportation and service companies. Some government agencies also hire these workers.

11.12 CONTRACTS AND CLAIMS

Contracts and claims include negotiating contracts and investigating claims for companies and people. Workers who negotiate contracts set up legally binding agreements between buyers and sellers of services, materials, or products. Workers who investigate claims gather information to determine the validity of claims. Claims involve such things as property damage or personal injury. Insurance companies, booking agencies, industries, businesses, and government agencies employ workers in this group.

12 PHYSICAL PERFORMING

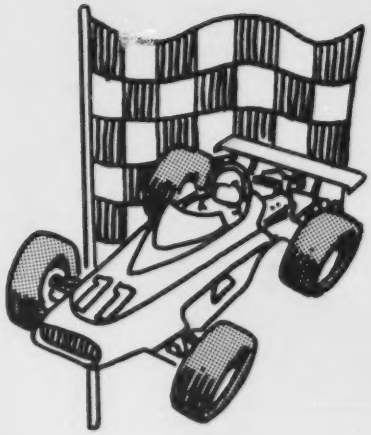


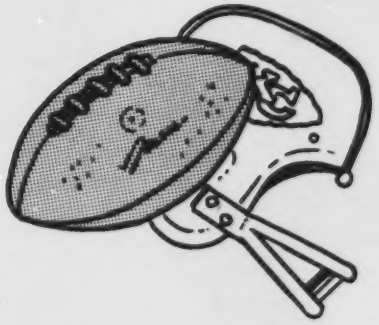
12. PHYSICAL PERFORMING

This is an interest in physical activities performed before an audience.

You can satisfy this interest through jobs in athletics, sports, and the performance of physical feats. You may enjoy sports. Perhaps a job as a professional player or official would satisfy you. You may prefer to develop and perform special acts such as acrobatics or wire walking.

12.01 Sports
12.02 Physical Feats





12.01

12.01 SPORTS

Sports include competing in professional athletic or sporting events, coaching players and officiating games. Jobs in this group are found in all types of sports. These sports include horse racing, hockey, football, baseball, basketball, golf, and track.

12.02 PHYSICAL FEATS

Physical feats, as used here, are acts of special physical strength or skill which entertain people. Workers in this group may perform alone. Circuses, carnivals, and theaters hire these workers. Booking agents often arrange performances and special events.

Bound (Bd) Supplementary Section

[redacted]

AUDIOVISUAL (AV) Supplementary Section